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| TRANSMITTAL SLIP | | DATE |
| TO: | | |
| ROOM NO. | BUILDING | |
| REMARKS: | | |
| EXA/DA <u>OK</u> 13 NOV 1986 | | |
| ADA <u>OK</u> 13 NOV 1986 | | |
| ADA <u>OK</u> 14 NOV 1986 | | |
| MS/DA <u>m</u> | | |
| DDA/Registry | | |
| FROM: | | |
| ROOM NO. | BUILDING | EXTENSION |

FORM NO.
1 FEB 56 241

REPLACES FORM 36-8
WHICH MAY BE USED.

(47)

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HEREIN IS UNCLASSIFIED
DATE 8-19-82 BY [signature]

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MINUTES
OF THE 20 OCTOBER 1986
MEETING OF THE FINE ARTS COMMISSION

1. The meeting was called to order at 1100 hours in Room 6E13 Headquarters. Present were:

Members:

(Chairman)

Consultant:

Others:

/A REGISTRY
E: 45-6

2. The minutes of the previous meeting held on 8 September 1986 were approved with the following exception: In paragraph 4a, the fourth sentence should be changed to read "The DS&T is having its 25th anniversary in January and would like to have the Exhibit Hall for a display in February" (rather than 20th).

3. Committee Reports

a. Exhibits

[redacted] reported that the Iranian Poster Exhibit is now in place. The Employee Art Exhibit is scheduled for November and [redacted] Egg Decorating Traditions for December. The Black History Month display will be in place from mid-January to mid-February and the DS&T exhibit to commemorate its 25th anniversary will be on display from mid-February to the beginning of March.

[redacted] mentioned that she had received a call from [redacted] asking for the Exhibit Hall for an Employee Craft Exhibit. An exhibit of this type was held last year and was received very well. The Commission expressed interest in the exhibit. [redacted] will get back in touch with [redacted] to suggest the month of March as a possible time for the display of employee crafts.

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25X1 [redacted]
 25X1 [redacted] read a draft Employee Bulletin which [redacted] had prepared advising employees that the Commission is always looking for new and interesting ideas for exhibits. The Bulletin informs employees that the Commission will be very selective in giving approval for use of the Exhibit Hall as we want the exhibits to be of interest to the Agency population and of professional caliber. [redacted] will assign a number and process the Employee Bulletin once it is ready for publication.

(1) DS&T Presentation

25X1 [redacted] representing the DS&T, spoke at the meeting regarding the upcoming DS&T presentation. As noted above, the exhibit is scheduled to be on display in the Exhibit Hall from mid-February to the beginning of March.
 25X1 [redacted] said that, at this time, plans for the exhibit are very tentative. He explained that the DS&T is having difficulty coming up with an unclassified exhibit--most of their projects are highly classified. He said that, in keeping with the theme of high technology, it is their desire to have a very modern display--an electronic video-type display using VCRs, tapes and monitors. Recruiting films used by OTS, OSO, and ORD will be shown. Examples of items which are to be on display are the U-2 model, unclassified and previously released overhead photography from satellites, and overhead photography from Nicaragua which President Reagan declassified several months ago.
 25X1 [redacted] said that NPIC has offered several displays for use. He stated that on 19 February a ceremony will be held in the Auditorium to commemorate the 25th anniversary celebration. He said that a film will be shown at that time and will be shown in the Exhibit Hall also. A copy of a medallion being made for presentation to past DS&T Directors will be on display.
 25X1 [redacted] stated that a small classified display will be on exhibit in the DS&T Conference Room.

25X1 [redacted] said that the display will be in place on 17 February. He will coordinate closely with the office of EEO (who agreed to give DS&T the Exhibit Hall for the last two weeks of February).
 25X1 [redacted] agreed to keep the Commission advised as plans become more definite.

(2) Black History Month

25X1 [redacted] did not attend the meeting; therefore, the Black History Month display was not discussed.

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4. Old Businessa. Employee Communication Center

The Employee Communication Center is the video machine which the Office of Logistics has been programming with pertinent messages in an effort to better serve the Agency population as well as to pass on information that comes up quickly. At last month's meeting, several members said they thought that the housing of the machine was awkward and bulky.

25X1 [] asked that all members take a look at the set and possibly come up with suggestions for its placement, use, and housing. 25X1 [] stated that the communication center is still being evaluated in terms of efficiency. Most of the comments raised at today's meeting were the same as those voiced at last month's meeting--the housing of the machine is bulky, messages are not timed by length, and the machine is placed in awkward locations (blocking entrances by employees stopping to read messages). 25X1 [] said he will convey these comments to Facilities Management Division.

b. Update on Melzac Collection

25X1 [] stated that the appraisal done on the Melzac collection by Minnie Oderoff is now in the mail. The appraiser looked at all of the paintings except three--two are too expensive and one is in terrible shape. This appraisal will give us the fair market value and the condition.

25X1 [] mentioned that Mr. Melzac is now undergoing radiation treatments for a re-occurrence of his cancer.

25X1 [] stated that recent routine cleaning of paintings revealed scratches and splashes. A damage claim has been submitted to the insurance company in the amount of \$3,500. She suggested that an Employee Bulletin be issued reminding all employees of their responsibility for helping to care for the paintings hung in the Building. 25X1 [] will work on a draft Bulletin.

c. OSS Artifacts Exhibit

25X1 [] stated that the Commission had loaned display cases to [] for his use during the display of OSS artifacts at the Mayflower Hotel and at DIA. 25X1 [] had agreed that his component would assume financial responsibility if the cases were damaged.

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5. New Businessa. Briefing by New Building Project Office

25X1 A detailed briefing was given to the Commission by
 25X1 [redacted], Chief, New Building Planning Office, and Mr.
 25X1 [redacted] also of that office. [redacted] said it was his
 25X1 desire to keep the Commission advised of items calling for FAC
 25X1 action. [redacted] attendance at future meetings will do so.
 25X1 [redacted] stated that the project of planning for the new
 building was begun in 1981 and that the New Building Project
 Office was created in 1983.

25X1 Smith, Hinchman and Gryllis are the architects for
 the new building. The estimated total cost of the new building
 is \$350 million. [redacted] said the schedule for moving people
 in to the new building is November 1987.

25X1 [redacted] showed a film on the new building.
 Several charts were also on display which showed the color of
 floor tiles, trim, office doors, etc. He stated that there
 will be two elevator banks in the new building (North and
 South). The "wave guides" and elevator banks will be a
 different color on each floor. The landscaping will be done in
 such a way as to retain a campus image. The new building will
 be modern in design with the same dimensions as the old
 25X1 building. A parking garage housing [redacted] cars has been
 constructed. The power house was renovated to upgrade for
 extra capacity.

25X1 [redacted] mentioned several areas in the new
 building that would be suitable for art work, such as the lobby
 area located on the fourth floor. The dedication plaque will
 be on display in this area. The Atrium (first floor) will be a
 very large open area where paintings or sculpture could be
 displayed. A 300-square foot historical museum will be located
 25X1 on the first floor. [redacted] stated that the Office of
 Information Resources is the benefactor of the museum space.
 He said that a copy of the floor plans of the museum space was
 25X1 delivered to [redacted] about six months ago.

25X1 There will be two Security Control Centers--one at
 the Route 123 entrance and one at the George Washington Parkway
 entrance. The Center, consisting of three small rooms, will be
 an in-and-out sort of place--they do not want people to
 linger. The lounge area will have built-in furniture where the
 guards and receptionists will be seated. [redacted] said that
 construction on the Security Control Center should be completed
 around Thanksgiving, and it should be fully operational after
 the first of the year.

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25X1 [] suggested that he and [] should get together in the near future to discuss such things as art work and placement of the Donovan statue and the bronze bust of Vice President Bush.

A tour of the new building has been arranged for Wednesday, 29 October, at 3:00. Members should meet at 1J45 Headquarters.

b. Office Doors in Headquarters Building

25X1 [] stated that there are a large number of offices in the building who have been making their own office door signs rather than having them made properly. She said 25X1 that [] has been checking door signs throughout the building. Whenever she sees an improper sign, she has been removing it, having it redone properly and then replacing it.

25X1 [] said that she had received a request from the Carpool Locator Office to place a small locator map (the large one is located in the 1J corridor) outside their office door. This would enable employees to check the grid number of their residence when checking on a carpool in his/her area. It was suggested that the locator map be mounted and placed beside a desk or file cabinet for easy access.

25X1 [] also mentioned that the Insurance Branch office located in 3E29 Headquarters always has about five or six signs on their door. She will speak to this office about having the signs removed.

c. Posters

25X1 [] of the EAA attended the meeting to express his concerns about the size of posters which are being sent to the EAA for Headquarters viewing and distribution to other buildings. He said they have been getting many posters that are 24x18 in size with tear-off pads attached. This size poses a problem not only in forwarding to outlying buildings but also in finding space for them on the bulletin boards. 25X1 [] said that most posters are rolled up and sent on to other buildings; however, special containers had to be purchased to forward the larger posters.

25X1 [] said that he would like to see the Headquarters Regulation changed to make the maximum poster size 12x18. He has talked to the Design and Presentation Staff and they are in agreement.

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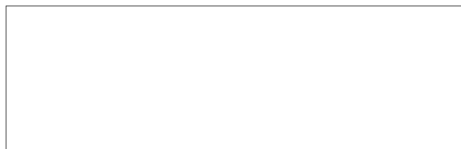
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The Commission suggested that perhaps the best solution would be to require prior approval for posters larger than 12x18.

6. Because of the Veterans Day holiday, the next meeting will be held on Monday, 17 November, at 1100 in Room 7D32.

7. The meeting was adjourned at 1235 hours.

25X1



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FINE ARTS COMMISSION

AGENDA

17 November 1986 -- 1100

7D32 Headquarters

1. Call to Order by Chairman

2. Review of October Minutes

3. Committee Reports

25X1 a. Exhibits

4. Old Business

25X1 a. Auditorium Lower Lobby Design Presentation

25X1 b. Update on Donovan Statue

5. New Business

25X1 a. Art for New Building

25X1 b. Use of Free Standing Easels

25X1

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